Committee Management User's Group (CMUG)

Meeting Date: April 27, 2005, Wednesday
Time: 1:00–2:30 p.m.
Location: Rockledge 2, Room 7111
Advocate: Anna Snouffer
Chair: David Clary
Analyst: Sophonia Simms

Next Meeting: May 25, 1–4 p.m., Rockledge 2, Room 7111

CM Web URL: http://apps.era.nih.gov/cm/

Action Items

1. (Sophonia Simms) Check with eNotifications to see what event triggers the notification of "Meeting Not Checked OK."

2. (Sophonia Simms) Investigate which notification time (daily notification vs. → 30 day → 15 day cycle) would be better for the "Meeting Not Checked OK" event.

Documents

1. eNotification Events

CM eNotification Review

David Clary began the meeting by passing out the eNotification events document to the group. This document is a compiled list of potential events for which CMUG members would like to receive eNotifications. The group reviewed the list and made the following suggestions:

1. **Approval of Final Nomination Slate** *(Approved)* – This notification would only go to the IC Committee Management Officer (CMO). The IC CMO role is identified within the federal staff. The group discussed whether or not Scientific Review Administrators (SRAs) should receive that email notification as well. The group agreed to qualify an email to SRAs with a message stating that other steps (such as invitation letters) need to be sent before nominees become active members. Theoretically, a user can look in the system and view the status of his or her slate. However, the group agreed that there needs to be qualifiers *within* the email, informing the recipient that additional steps need to be taken before a nominee becomes a member. David suggested that the message sent to IC CMOs also state that nominees on hold and not used on the slate be released .

2. **IC CMO Clears Nomination Slate** *(Not Approved)* – This action would be defined after advance review. IC Committee Management Officers and staff, however, do not clear the nomination slate until everything is approved by the Office of Federal Advisory Committee Policy (OFACP).

   Q. How is it possible to identify OFACP staff?

A. A separate mailbox would be set up to contain messages pertinent to this subject.

Because CM staff do not currently utilize this function, this item will be eliminated from the list.

3. **Federal Register Notice is Cleared** *(Approved)* – AHRQ cannot currently do a federal register notice in IMPAC II, but Anna assured the group that they have been documenting required changes to accommodate AHRQ and other agencies in HHS. The Scientific Review Groups (SRGs) and SRAs also want a copy of that notification.

4. **Federal Staff Added to Committee Table** *(Approved)* – Anna stated that it would be a good idea to have a record that staff have been added to the committee table .

> **Q.** Will this action show the flex code?

> **A.** Yes, it will.

5. **FOP is Certified** *(Approved)* – This item ensures that the Financial Operating Plan (FOP) is certified by IC Committee Management Officers/Assistants. This action occurs only once every year.

6. **Meeting OK/Complete** *(Approved)* – The IC CMO will receive a notification letting him or her know that a meeting has been checked OK/Complete. The group agreed that this would be a great idea. The SRGs and SRAs want a copy of this notification as well.

7. **Amend Meeting** *(Approved)* – This item has to do with changing meeting data before a Federal Register Notice has been generated or published. When data is changed within the meeting maintenance screen (such as time or date), and the OK/Complete button is not checked. This situation calls for a pop-up warning rather than an email notification. When the user leaves the *edit* screen, a message will appear prompting the user to save the changes made to the notice.

8.+**9. Meeting Not Checked OK / Complete 30 days in Advance of Meeting AND/OR Meeting Not Checked OK / Complete 15 Days in Advance of Meeting** *(Approved)* – Since this is the same issue, with varying days, the group looked at these items together. Anna wanted to know what action will trigger this event. The current date comparison should exist as the cause of notification. Sophonia will check with the people working on eNotification and make sure that this is correct.

Action: **(Sophonia Simms) Check with eNotifications to see what event triggers the notification of "Meeting Not Checked OK."**

The group suggested that, instead of 30 days, notifications should arrive 40 - 45 days before so as to avoid a late notice. There have been a preponderance of late notices recently and the group agreed that they should be avoided. A member suggested creating a large database containing notices to upcoming meetings. A member replied that this was tried years ago and dropped because of legal constraints. The group then discussed if there should be a *daily* email or if it should be on a 40 day → 30 day → 15 day cycle of notification. Sophonia will look into which one would produce optimum results.

Action: (Sophonia Simms) Investigate which notification time (daily notification vs. → 30 day → 15 day cycle) would be better for the "Meeting Not Checked OK" event.

10. Roster Generated *(Approved)* **-** There needs to be a pop-up warning window informing users that they changes have been made to the roster and the user needs to click the generate roster button again in order summary statements to attach to the corrected roster. The group suggested that there be a notification *after* the meeting, telling users to check their rosters and verify their accuracy. This notice would have to be generated and sent to the SRA. The date would be the trigger for this event.

PERM Profile / MLG Update

Sophonia stated that the problems concerning profile issues, as far as permanent mailing addresses and the mailing roster, continue to be analyzed. She said that they are investigating various options to solve these problems. The Committee Management Code for the web should be delivered soon. Once they have that code, they will be able to find a solution.

Table Talk

- **Q. Can users request modifications for IMPAC II?**

  A. Sophonia stated that requests continue to be collected, but they cannot be processed at this time. Anna is compiling a list of these suggested modifications. Sophonia assured everyone that they are still receiving these suggestions, will begin analysis on them in advance of the code delivery.

- **Q. Is there a way to add a list of values to a given to the Schedule of Meetings report to distinguish between a Federal Advisory Committee Act (FACA) and one that is Non-FACA?**

- **A.** . Once the J2EE code has been delivered and in production this enhancement, along with others submitted, will be prioritized. **Q. Is there a set format for addresses appearing on rosters within Committee Management?**

  A. No, there is no NIH standard. When it comes to CM, rosters will most likely be changed. However, the user should make the change the role record rathern than on the profile.

- **Q. On the subject of nomination packages, is CM getting any closer to putting non-NIH committees into the system?**

  A. This action is on the modification request list that Anna and Sophonia are compiling. These requests have to go through the Configuration Control Board (CCB) for approval before they can be approved.

Attendees

Caraballo, Kim	Clary, David	Colston, Carmen	Kemmerle, Donna
Manouelian, Denise	Nuss, Mary	Paugh, Steven	Reid, Cikena
Rustin, Lisa	Simms, Sophonia	Scibek, Carol	Sinnet, Everett

Snouffer, Anna   Valeda, Kathryn   Vilensky, Zenia   Whelan, Kate